

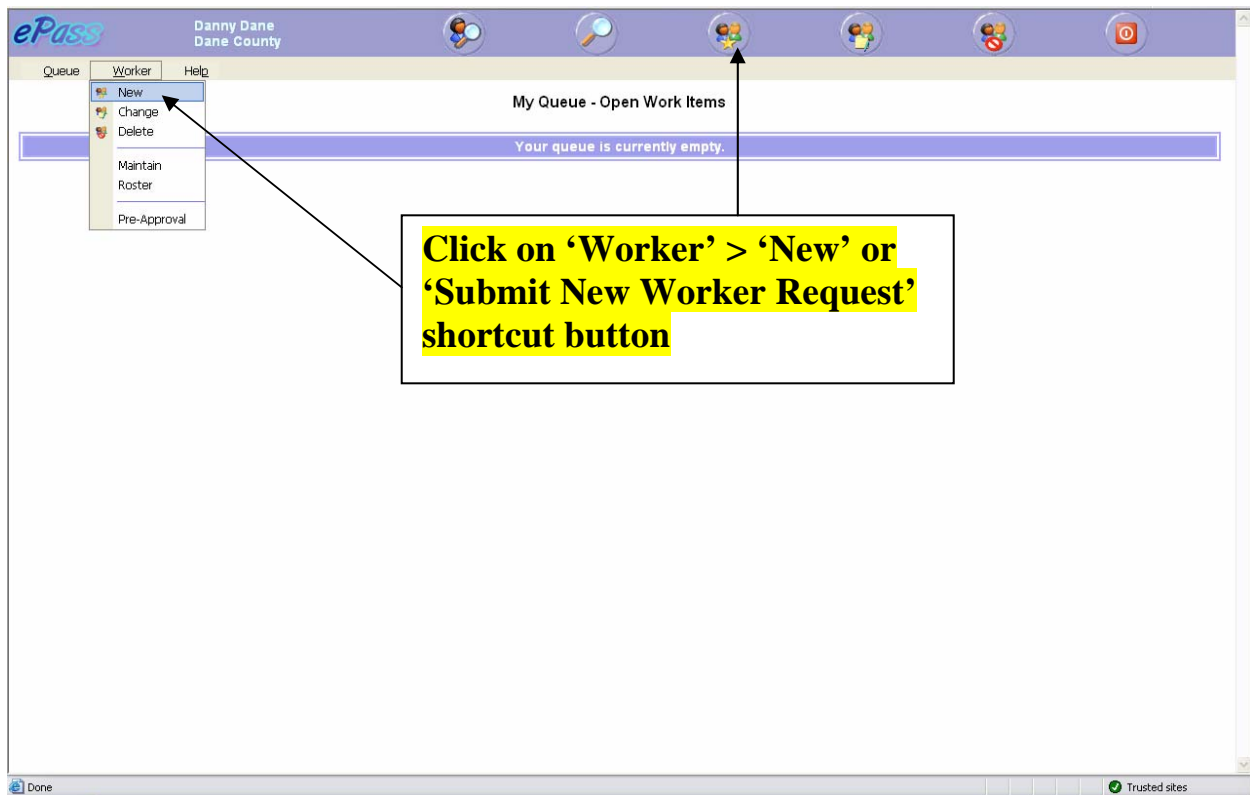
ePASS Quick Reference Guide for County Security Delegates

Adding a New Worker

To add a new worker that has never been on eWiSACWIS before, a couple of things must happen *before* the ePASS request is submitted.

- The worker must first create **and activate** their WAMS account
 - For troubleshooting problems with WAMS, please refer to the eWiSACWIS Worker Registration FAQ located under the FAQ section of the Knowledge Web
- There must be an active worker record created in eWiSACWIS. This is described step-by-step on page 5 of the Supervisor How Do I Guide located under the Help Desk section of the Knowledge Web

1. Click on 'Worker' > 'New' or click the  button



2. Select the new worker by clicking on their name. To help filter the list, you can select the first letter of the worker's last name in the 'Last Name' drop down.

To cancel the request, click on the **Cancel this request** button.

ePass Danny Dane Dane County

Queue Worker Help

eWISACWIS New Request - 5 workers found - Please select a worker to continue.

Last Name: All last names **Cancel this request**

Worker Name (ID#) Email	Phone / Location	Status	Job Class Security Group
Rita Adair (6033902) ewuat25@dhfs.state.wi.us	(608) 273-6342 Dane - SMO	Active	Social Worker Dane - Ongoing Supv - Cps & J Supervisors(e)
Ron Derringer (8252219) _Derringer@county.wi.us_	(608) 266-4440 Dane - CCB		urity group]
Xee B Lee (8331338) _Lee.xee@county.wi.us_	(608) 261-9870 Dane - SMO		Staff(e)
Joseph Mundschau (6034085) _Mundschau@county.wi.us_	(608) 242-6252 Dane - NPO		urity group]
Clarissa Pearson (8526605) _clarissa.pearson@co.dane.wi.us_	Dane - SMO	Active	[Unable to determine security group]

If you are unable to find the worker in this list or no workers were found then please verify that the worker information is correct in eWISACWIS.

The following worker details are required for each request type:

- New Requests: Worker is active and has a valid State of Wisconsin web account.
- Change Requests: Worker is active.
- Delete Requests: Worker is inactive (default) or active.
- New and Change Requests require a valid worker email address.

Done Trusted sites

3. If the worker is found in WAMS, click on the worker's WAMS Registered Name

The screenshot shows the ePass interface for Daniel Dane Dane County. The main heading is "eWISACWIS New Request for Rita Adair (6033902)". Below this, there are three bullet points: "The worker must have a registered Wisconsin User ID from the State Web Access Management System (WAMS) web site.", "The WAMS email **must** match the eWISACWIS worker email.", and "The WAMS database has been searched for: ewuat25@dhfs.state.wi.us". A "Cancel this request" button is located below the bullet points. Below the button is a table with three columns: "WAMS Registered Name", "WAMS Registered Email", and "WAMS ID". The table contains one row with the values "Rita Adair", "ewuat25@dhfs.state.wi.us", and "ewuat25". Below the table, there is a yellow box with the text "Please confirm the WAMS information is correct. Click the worker's name to proceed with this request." An arrow points from this text to the "Rita Adair" link in the table. A yellow box with the text "Click their WAMS Registered Name to continue" is also present, with an arrow pointing to the "Rita Adair" link.

WAMS Registered Name	WAMS Registered Email	WAMS ID
Rita Adair	ewuat25@dhfs.state.wi.us	ewuat25

- If the worker is **not** found in WAMS, you have the option to send that worker an email requesting them to complete their WAMS registration.

The screenshot shows the ePass interface for Daniel Dane Dane County. The main heading is "eWISACWIS New Request for Jessica Aasve (6034141)". Below this, there are three bullet points: "The worker must have a registered Wisconsin User ID from the State Web Access Management System (WAMS) web site.", "The WAMS email **must** match the eWISACWIS worker email.", and "The WAMS database has been searched for: ____Aasve@co.dane.wi.us____". A "Cancel this request" button is located below the bullet points. Below the button is a red box with the text "Registered Wisconsin User Not Found Using Email Address." and "Please verify the worker has self-registered for a Wisconsin User ID and the WAMS email address matches the eWISACWIS worker email address." Below this text is a link that says "Click here to send WAMS registration email reminder to the worker." An arrow points from a yellow box with the text "Click this link to send a WAMS registration email reminder to the new worker" to the link.

4. Determine the new worker's security requirements. First, enter an effective date. Under the 'Access Required' section, if you select 'eWReports Access Only' radio button, this does mean the user can **only** access eWReports and not any functionality of eWiSACWIS. **'Exactly Like the existing worker'** is used when the worker should have the exact same access as another existing worker in your county. If you select this option, you are required to choose the worker they should be exactly like from 'Existing Workers' list. **'Other Security Requirements'** is used when a worker needs a brand new security group or should be like an existing worker, but also have more/less security. This option allows you to select an existing worker that the worker should be like and add information regarding the additional requirements, or just list the other requirements without selecting an existing worker. **'Existing Worker'** has a filter, used by typing in any letters or numbers. For example, you can search for 'supervisor' and it will filter all records where the worker, job class, or security group contains the word 'supervisor'. You can use the Esc or Delete keys to clear the filter. This is only enabled when 'Exactly Like' or 'Other Security Requirements' is selected.

ePass Daniel Dane Dane County

Queue Worker Help


eWiSACWIS Change Request - Rita Adair (6033902)

Bottom Cancel

Worker Information

Worker	Worker WAMS Info
Name: Rita Adair (6033902)	Name: Rita Adair
Email: ewuat25@dhfs.state.wi.us	Email: ewuat25@dhfs.state.wi.us
Work #: (608) 273-6342	User ID: ewuat25
Job Class: Social Worker	Account#: 2003050901010240
Login ID: ewuat25	
Security Group: All Purpose User Group(e)	Supervisor
Location: Dane - SMO	Name: Ronald Chance (6033950)
Worker Type: County	Email: ewuat15@dhfs.state.wi.us
Reports Access: View Only	Work #: (608) 242-6325

Security Information

Effective Date: 

Access Required: ☒ No change to security at this time

☐ eWReports Access Only

☐ Exactly like the existing worker (Selection of an existing worker is **required**)

☐ Other Security Requirements (Selection of an existing worker is **optional**)

Please specify other security requirements:

Existing Worker:

Worker	Job Class	Security Group
Alvin,Eric	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Anderson,Paula	Social Worker	County Read Only - Read Only for all non-Milw.(e)
Ashby,Mary	Soc Svc Spec - Combined Offc	County Read Only - Read Only for all non-Milw.(e)
Backes,Eileen	Soc Wkr - Court Services	Dane - Ongoing 2 - Assignment no Intake(e)
Barber,Steven	Social Worker	County Read Only - Read Only for all non-Milw.(e)
Barge,Kristen	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Barman-Paulson,Frances	Collctns Spclst - Parentl Sprt	Dane - Parental Support - IV-E Staff(e)
Bastean,Lori	Program Analyst	Dane - Security Delegate 2 - Lori Bastean w/ PEP Reports(e)
Baun,Kenneth	Supervisor - Data Systems	County Read Only - Read Only for all non-Milw.(e)
Beck,Kristine	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Benner,Susan	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Bergman,Ronee	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Bilansky,Jessica	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Bishop,Melva	Social Service Specialist	County Read Only - Read Only for all non-Milw.(e)
Bisswurm,Jenny	Soc Wkr - OHC	Dane - Alt Care - Alt Care Staff(e)

Enter Effective Date or click on the icon to open a calendar

Selecting 'Exactly Like' requires you to select a worker from the 'Existing Worker' list

Define other security requirements here. Selection of an 'Existing worker' is optional

5. **'Reports Access Information Authorizer'** is used if this person should be able to grant access to reports to other users in your county, select the 'Yes' radio button for Reports Access Authorizer.
6. Once you click the **Save request** button at the bottom of the page, the request may be 'fast-tracked' if certain requirements are met, otherwise the DCFS Security Liaison will review and process the request. If the Security Liaison requires more information, the request will be sent back to you with comments and you will receive an email alerting you that the request has been sent back to your queue. Once the request has been completed, an automated message will be sent to the County Security Delegate, the new worker, and their supervisor confirming the completion.

The screenshot shows a web form titled "Reports Access Information". At the top, there is a section labeled "Authorizer:" with two radio buttons: "Yes" and "No". The "No" button is selected. Below this is a "Comment Log" section. It contains a "Request" field with the value "None" and a "Comments:" label. There is an "Add Request Comment:" label followed by a large text input area. At the bottom of the form are three buttons: "Save request", "Reset", and "Cancel".

Choose 'Yes' only if this user should authorize who receives reports in your county

Add request comments (if any) and click 'Save request' to continue.